

FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

AUG 10 1956

Director of Training

Chief, Management Staff

Records Management

1. As indicated in my discussion at the DCI meeting of 6 August, there follows a summary of the major areas for potential accomplishment in records management activity in your Office. I feel there is a great deal to be gained from this program. My purpose at this time is to indicate the areas where further work is needed rather than to review overall accomplishment. I am doing this from a general knowledge of your program but without detailed information on your operations or the activities of your records officer.

Records Creation: An inventory and analysis of reports has been completed; but measures should be taken to establish a continuing control and to provide for the periodic reappraisal of reports. Requests for forms are channeled through your records officer. However, it appears that he will require more training, as well as more time, to perform the review and analysis necessary to develop the most economical and efficient forms. A survey should be conducted to determine whether measures are needed to improve the quality of correspondence and to reduce its cost.

Records Maintenance: The possibility of installing the Agency subject-numeric filing system on a broader scale should be explored. Studies to improve filing operations and records systems should be conducted, and present efforts to improve mail control procedures should be continued.

Records Disposition: This phase of the program was recently implemented by the issuance of an approved records control schedule. More than 5,000 cubic feet of records were inventoried in your Office. The effective management of the disposition of this volume of records will require a continuing and complete application of your records control schedule. This in turn calls for establishing and maintaining a system of reports and controls.

Vital Materials: The review of VM schedules and the timely deposit of materials should be continued.

2. I feel that the records created by your Staff are especially important and that their proper management requires continued full-time attention by your records officer.

SIGNS

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